



**Southern California Policy Manager**  
**Safe Routes to School National Partnership**  
*Job Description*

**Reports to:** Deputy Director  
**Supervises:** None  
**FLSA Status:** Full-time, exempt employee.  
**Position Type:** At-Will; this is a grant-funded position.  
**Salary Tier:** Field Staff

**Summary:** The Southern California Policy Manager plays a critical role in the successful execution of the [Regional Network Project](#). The policy manager will work to strengthen a regional network of supportive agencies and advocates in three counties in Southern California (Orange, Riverside, and San Bernardino). The goal of the project is to increase funding and improve policies that result in more infrastructure and programs to support safe walking and bicycling for children and families—with a particular focus on reducing transportation inequities for historically marginalized communities.

**Key Responsibilities:**

*Coalition Building*

- Maintain and grow the Southern California regional network, build coalitions and develop champions, and collaborate with existing organizations and coalitions, including key partners such as equity-focused organizations, public health, school districts, community based organizations, and transportation agencies.
- Connect with non-traditional partners, including those focused on equity, public health, housing, environmental justice, and others as relevant, to raise the awareness and relevance of Safe Routes to School and active transportation to their core work.
- Convene and grow regular Active Transportation Network meetings in each of the three counties plus the Inland Empire Coalition for Equity and Prosperity, in collaboration with partners.
- Determine specific needs in the region and work with allies to advance highest-priority policy and funding needs and approaches.

*Policy Research and Advocacy*

- Understand the range of California's state, regional, and local transportation funding and policies that have a direct or indirect impact on children walking or bicycling to school (with particular attention on reversing inequities).
- Pursue and secure plans, policies, and strategies to advance transportation equity outcomes for historically marginalized communities in Southern California, including addressing safety and air pollution impacts of freight and warehouses on the region.
- Develop and strengthen relationships with the Southern California Association of Governments (SCAG) staff and members and push for a strong active transportation and equity focus and funding in the regional transportation plan.
- Collaborate with city/county leaders in the three counties and identify opportunities to secure city/county-level funding, policies, and plans that advance healthy communities and reduce inequities in historically marginalized communities.

- Identify and document best practices in the region regarding funding, equity, and programmatic successes; highlight successes and challenges with policy makers, stakeholders, funders, and partners.
- Educate government staff and policy makers on the positive benefits of Safe Routes to School and the impacts of transportation and land use on health, equity, and safety; ensure that the positive impacts from bicycle/pedestrian trips and the growth of these modes is incorporated into decision making.

#### *Technical Assistance and Communications*

- Provide technical assistance and share best practices with low-income school communities to grow capacity and effective implementation of Safe Routes to School, including providing assistance in submitting competitive funding applications.
- Inform and educate policy makers and the public about the Safe Routes to School program via written and spoken communications, including social media, webinars, and conference presentations.
- Write articles for regional and national e-news, social media, reports and other publications.

#### *Team Work*

- Collaborate with National Partnership departments to complete assigned projects that are relevant to our partners, funders, the media, and Safe Routes to School/healthy community design movements.
- Attend regular staff meetings via telephone; attend in-person staff retreats or meetings, as requested; work as a team player to fulfill the missions and goals of the National Partnership.
- Report regularly on activities, and assist as needed with activities, special projects, and fundraising.

#### **Qualifications/Requirements:**

Bachelor's degree, or associate's degree plus 4 years professional experience; A minimum of 2 years of experience in planning, policy, campaign and/or advocacy work; Knowledge of Safe Routes to School, active transportation, Complete Streets, transportation finance, public policy, equity, and/or public health initiatives; Track record of authentic, equity-focused, community-centered engagement, and equity public policy work; Highly collaborative, with proven coalition building skills; Self-starter; detail-oriented; strong problem solving skills; Excellent written and verbal communication skills; experience with public speaking and testimony; skilled in using blog platforms, social media, and email alerts; Ability to travel regularly within the region and occasionally work evenings and weekends; Proficient with PCs and with MS Office software; Fundraising experience a plus; Fluent or native language skills in Spanish preferred.

#### **Physical Requirements:**

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. May require the ability to travel locally and/or regionally. Regular travel within the region is required as part of the day to-day advocacy associated with this job. Travel throughout the country is required to attend conferences and retreats that include overnight stays. Reasonable advance notice of extended travel will be provided when travel opportunities and planning are coordinated with your supervisor.